




## PARE – Participation Reconciliation

*This screen is used by WoRC Case Managers/Supervisors to indicate the type of reconciliation needed for each required participant's Employability Plan/FIA.*

PARE		PARTICIPATION RECONCILIATION		09/13/04 14:53:54 JOHN M	
			BENEFIT MONTH: 0904		
CASE NUMBER	PERSON NUMBER	ACTIVITIES COMPLETED?	CASE NUMBER	PERSON NUMBER	ACTIVITIES COMPLETED?
123456	1234567	Y	112233	1122334	N
223344	2233445	N			
NEXT-->					

Solid arrow = Mandatory field.

### Mandatory Fields ( [F1] indicates Online Help is available.)

#### CASE NUMBER

This field will be used to enter the TEAMS case number for which the client is participating in TANF for the month being reconciled.

#### PERSON NUMBER

This field will be used to enter the TEAMS person number assigned to the client whose employability plan is to be reconciled.

#### ACTIVITIES COMPLETED? [F1]

This field will indicate whether the employability plan should be auto-reconciled or if the WoRC Case Manager intends to manually reconcile it.

- ☐ Y: If the WoRC Case Manager enters a 'Y' in this field, the Employability Plan will be marked as completed for the reconciliation month and will be auto-reconciled during batch processing that night. PAHI will display the information the following day.

- ❑ N: If the WoRC Case Manager enters an 'N' in this field, it indicates they intend to manually reconcile the Employability Plan using the Employability Plan Reconciliation (EMPR) screen.

## Display Fields

### *BENEFIT MONTH*

TEAMS displays the benefit month for which reconciliation activities can occur. (This will always be the month before the current calendar month.) Note: TEAMS does not bring in the benefit month from the menu; it defaults to the appropriate month for PARE.

## Navigation Fields and Fkeys

NEXT- ->	This field allows the user to access the next desired screen by typing the screen name.
F2	The F2 key returns to the last TEAMS <i>menu</i> that was accessed.
F3	The F3 key returns to the SYSE (System Selection) menu.
F10	The F10 key accesses the CANO (Case Notes) screen.
F12	The F12 key clears any new data typed on the screen, as long as Enter has not been pressed.

## Tips

- ❑ TEAMS will check to ensure the person number is valid for the case entered.
- ❑ PARE will not store any of the data until all entries pass the person/case edits, and Enter is pressed.
- ❑ The WoRC Case Manager/Supervisor is able to change the ACTIVITIES COMPLETED field from Y to N or from N to Y **only on the same day** they enter the original value.
- ❑ In addition, in order to change the field from N to Y, the WoRC Case Manager must not have made any entries on EMPR for the client for this reconciliation month.